



## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** May 2, 2018

**Re:** Contract Approval for Regional Pavement Data Collection

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As part of the new [local Surface Transportation Program agreement](#) approved October 2017, the region is to collect pavement condition data on the local jurisdiction, Federal aid system, to be used as a factor in the new STP funding distribution formula. The purpose of this phase of the project is to collect or assemble existing pavement condition data for all federal-aid local jurisdiction roads in the CMAP region.

### REVIEW PROCESS

A Request for Qualifications (RFQ) was sent to potential consultants and posted to the CMAP website on January 19, 2018. Staff held a non-mandatory pre-bid information session for consultants on January 24, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On February 16, 2018, CMAP received responses from twelve consultants of which eight specified to be considered for task 1 (Pavement Data Collection) of the RFQ. The consultants that specified to be considered for task 1: ERI, Applied Research Associates, Data Transfer Solution, AECOM, Transmap, Applied Pavement Technology, Stantec, and IMS. Task 2 (Pavement Management Plan) vendors have not yet been selected by the Committee.

Consultant qualifications were reviewed by CMAP staff and each proposal independently scored by March 12. The criteria for selection included the following:

1. Demonstrated experience of the firm in the field of pavement condition data collection and process, developing pavement management plans, experience working with different pavement management software systems, and familiarity with combining pavement condition data from multiple sources.
2. Responsiveness of the proposal to the scope of work, as demonstrated by providing thorough responses to the tasks associated with the scope and clearly identifying parts of the project where CMAP could potentially have a cost savings by adjusting the project scope or identifying items CMAP staff can assist with to reduce costs.

3. The contractor(s) experience and approach to developing a data quality management plan.
4. The contractor(s) capability to collect pavement condition data and produce municipal pavement management plans in a timely manner.
5. The quality and relevance of examples of similar work, or work that includes similar elements.

Table 1 shows the score of each firm that submitted a response to the RFQ for task 1.

**TABLE 1: TASK 1 SCORING**

Evaluation Criteria	Max. Value	ERI	Applied Research	Data Transfer Solutions	AECOM Technical Services	Transmap Corp	Applied Pavement	Stantec Consulting	IMS Infrastructure
Demonstrated experience of the firm in the field of pavement condition data, processing, management plans	26	19	23	23	20	19	22	18	20
Responsiveness to the proposal	30	21	26	26	21	19	24	19	23
Contractor's approach to developing a data quality management plan	15	13	13	15	12	7	13	12	13
Contractor's capability to collection pavement data	14	10	13	12	9	11	12	11	9
Quality and relevance of similar work	15	11	11	12	11	7	11	11	12
<b>Total</b>	<b>100</b>	<b>73</b>	<b>86</b>	<b>89</b>	<b>73</b>	<b>64</b>	<b>83</b>	<b>71</b>	<b>76</b>

The four highest scoring firms for task 1 were selected for interview (Applied Research Associates, Data Transfer Solutions, Applied Pavement Technology, and IMS). Following the interviews, the interview team scored each firm and recommends the highest ranked firm, **Data Transfers Solutions (DTS)**, for selection.

After selection, CMAP negotiated with DTS to create an agreement that would maximize the available funds for this project. The agreement will permit CMAP to collect Pavement Condition Ratings (PCI) in each county of the region.

It is recommended that the Board approve a contract with **Data Transfers Solutions (DTS)**, for task 1 of this project, for a total not-to-exceed cost of \$996,125.00. Support for this project is included in the FY17 Operating budget. Selection of vendors for task 2 of this project are currently underway and will be presented to the Board for consideration when a recommendation is finalized.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** May 2, 2018

**Re:** Contract Approval for Beecher Comprehensive Plan

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The CMAP Local Technical Assistance (LTA) program is meant to advance the implementation of GO TO 2040 (and ON TO 2050 once adopted) by providing resources to local governments. Since the initiation of this program in 2011, CMAP has completed over 150 local planning projects, with over 30 more currently underway. Projects include comprehensive plans, corridor or subarea plans, studies of special topics such as housing or water resources, and similar planning activities. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

With an estimated population of 4,532 residents, the Village of Beecher is a vibrant community located on the old Chicago and Eastern Illinois Railroad and the Dixie Highway, in the southeastern part of Will County near the Indiana State line. The Village's last full Comprehensive Plan was adopted in 1996 and is therefore out of date. Since that time, major changes to the community include a population that has doubled in size, as well as several major capital projects and proposals (CSX Crete Logistics and Intermodal Center, Great Lakes Basin Railway, Illiana Expressway, and South Suburban Airport). The new Comprehensive Plan will build on the Village's past implementation successes, include an updated vision with goals and objectives, and identify opportunities for long-term coordination with nearby partners and jurisdictions.

### REVIEW PROCESS

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on March 12, 2018. Staff held a non-mandatory pre-bid information session for consultants on March 15, 2018. On March 30, 2018, CMAP received proposals from three consultants: Houseal Lavigne Associates (HLA), The Lakota Group, and Teska Associates.

Village and CMAP staff reviewed and scored each proposal independently by April 16. The criteria for selection included the following:

1. The demonstrated record of experience of the consultant (as well as identified staff) in providing the professional services identified in this scope of work, including addressing the topical issues identified in the Project Background and Project Description sections.
2. The consultant's approach to preparing a Comprehensive Plan that addresses the priorities identified in the Project Background and Project Description sections.
3. The consultant's approach to the comprehensive plan development process, including community engagement, preparation of deliverables, and implementation.
4. The quality and relevance of the examples of similar work.
5. The consultant's integration of the principles of GO TO 2040 and ON TO 2050 into the proposal.
6. Cost to CMAP, including consideration of all project costs and per-hour costs.

Table 1 shows the score of each firm that submitted a response to the RFP.

**TABLE 1: SCORING**

Criteria	Maximum Score	HLA	Lakota	Teska
Experience of organization and key personnel	24	13.2	12.4	13.6
Approach to project	24	13.8	12.4	13.1
Approach to process	20	10.6	8.2	12.5
Other (similar work and integration of GO TO 2040/ON TO 2050)	12	6.6	6.0	7.4
Proposal cost (base without options)	20	13.2 \$105,240	13.3 \$104,687.50	13.8 \$98,746
<b>Total</b>	<b>100</b>	<b>57.4</b>	<b>52.3</b>	<b>60.4</b>

### CONSIDERATION OF OPTIONS

Firms were also permitted to submit options which were not part of the base cost but that could be included at the discretion of CMAP and the Village. All three firms proposed options, including options that focused on providing more detailed subarea planning, design guidelines, renderings/illustrations, as well as a fiscal impact calculator to evaluate future development proposals. Proposed options were viewed positively, but did not change the overall ranking of firms.

### RECOMMENDATION FOR CONTRACTOR SELECTION

Following the interviews, the Selection Committee reached a consensus to recommend **Teska Associates** as the contractor for the Village of Beecher Comprehensive Plan. Overall, the Selection Committee felt that the team assembled by Teska possessed an exceptional understanding of Beecher. In both the proposal and interview, the Teska team demonstrated their breadth and depth of knowledge across disciplines, and offered an approach that was especially well tailored to the local and regional context of Beecher. In addition, Teska detailed a strong outreach approach for engaging hard-to-reach members of the community, including seniors, millennials, and the Latino population.

In addition to the core project tasks outlined in the scope of work, Option 2 proposed by Teska Associates included preparation of two detailed subarea plans. This option is priced at \$12,940. The Selection Committee agreed that Option 2 should be included, because it adds important value to the Comprehensive Plan process by developing more detailed planning for two key locations in the Village.

It is recommended that the Board approve a contract with Teska Associates, including Option 2 for development of two subarea plans at a cost of \$12,940, for a total, not-to-exceed cost of \$111,686.00. Support for this project is included in the FY14, FY15 and FY17 Competitive budget.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** May 2, 2018

**Re:** Contract Approval DuPage County Route 83 Corridor Land Use Plan

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The CMAP local technical assistance (LTA) program is meant to advance the implementation of GO TO 2040 (and ON TO 2050 once adopted) by providing resources to local governments. Since the initiation of this program in 2011, CMAP has completed over 150 local planning projects, with over 30 more currently underway. Projects include comprehensive plans, corridor or subarea plans, studies of special topics such as housing or water resources, and similar planning activities. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

The DuPage County Zoning and Planning Division seeks to develop a Corridor Land Use Plan along Illinois Route 83, also known as Busse Road and Kingery Highway. The recommendations from the requested corridor plan will help to update the County's overall Unincorporated Land Use Plan, which serves as the official land use guide for development in unincorporated DuPage County. This overall plan was originally adopted in 1990, but has been updated multiple times through a piecemeal approach, producing plans for some of the County's most visible transportation corridors (such as Roosevelt Road and Lake Street).

The previous plan sought to proactively guide growth in a manner that ensures sustainable, market-supported development consistent with the needs and goals of nearby municipalities. The County's vision is that the Route 83 plan will be structured in a similar way. The County expects that its land use plans should establish policies that enable properties to transition from unincorporated to incorporated status without creating non-conformities under municipal development regulations.

**REVIEW PROCESS**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on March 12, 2018. As part of the RFP process, firms were permitted to submit optional tasks which were not part of the base cost, but could be included at the discretion of CMAP and

the County. Staff held a non-mandatory pre-bid information session for consultants on March 15, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On March 30 2018, CMAP received proposals from four consultants: Camiros, Houseal Lavigne Associates (HLA), Ratio, and Teska Associates.

Proposals were reviewed by a representative of DuPage County and CMAP staff. The price proposals from HLA and Ratio significantly exceeded available funding for the project and were therefore removed from further consideration. DuPage County and CMAP staff scored the proposals from Camiros and Teska independently by April 16. The criteria for selection included the following:

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work, including addressing the topical issues identified in the Project Background and Project Description sections.
2. The consultant’s approach to preparing a Corridor Land Use Plan that addresses the priorities identified in the Project Background and Project Description sections.
3. The quality and relevance of the examples of similar work.
4. The consultant’s integration of the principles of GO TO 2040 and ON TO 2050 into the proposal.
5. Cost to CMAP, including consideration of all project costs and per-hour costs.

Table 1 shows the score of each firm that submitted a response to the RFP.

**TABLE 1: SCORING**

<b>Criteria</b>	<b>Maximum Score</b>	<b>Camiros</b>	<b>Teska</b>
Experience of organization and key personnel	28	22.5	23.5
Approach to project	28	22.3	24
Quality and Relevance of Similar Work	12	9.9	10.4
Other (integration of principles of GO TO 2040/ON TO 2050)	12	10.1	10.7
Proposal cost (base without options)	20	15.7 \$105,195	13.3 \$125,920
<b>Total</b>	<b>100</b>	<b>80.5</b>	<b>81.9</b>

**CONSIDERATION OF OPTIONS**

Firms were also permitted to submit options which were not part of the base cost but that could be included at the discretion of CMAP and the County. Proposed options were viewed positively, but did not change the overall ranking of firms.

## RECOMMENDATION FOR CONTRACTOR SELECTION

Following the interviews, the selection committee reached a consensus to recommend **Teska Associates** as the contractor for the DuPage County Route 83 Corridor Land Use Plan. Overall, the selection committee felt that the team assembled by Teska had the best understanding of the complexity of the corridor and a dynamic approach to transportation challenges. Although higher in cost than the Camiros proposal, the review team felt that in both the proposal and interview the Teska team demonstrated a comprehensive and unified approach tailored to the unique challenges of the project, therefore justifying the increase in cost.

In addition to the core project tasks outlined in the scope of work, Teska proposed two options: to prepare a Fiscal Impact of Annexation that would test up to three subareas for annexation analysis, and aerial sketches to convey the desired vision of key sites. These options are priced at \$18,333 and \$2,860, respectively. While the selection committee thought that Teska's Fiscal Impact analysis would add value, it did not believe that its inclusion was vital to the success of the project.

It is recommended that the Board approve a contract with **Teska Associates**, for a total, not-to-exceed cost of \$125,920. Support for this project is included in the FY14 and FY17 Competitive budget.

ACTION REQUESTED: Approval





**MEMORANDUM**

**To:** CMAP Board

**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration

**Date:** May 2, 2018

**Re:** Contract Approval for Audio-Visual and Lighting Services for the ON TO 2050 Launch Event

CMAP is seeking a vendor to provide audio-visual and lighting services for the ON TO 2050 launch event. The launch event is a critically important activity to release ON TO 2050 to stakeholders and the public, and to galvanize support for its implementation among key representatives of the government, community, and business sectors.

**REVIEW PROCESS**

On March 23, CMAP issued an RFP for Audio-Visual and Lighting Services for the ON TO 2050 Launch Event. The RFP was posted to the CMAP website and sent to ten industry specific firms, in addition to distribution to the members on the General RFP list. On March 28, 2018, CMAP conducted a non-mandatory pre-bid meeting session for potential vendors. The presentation and notes pertaining to the meeting were sent to all attendees and were posted on the CMAP website. On April 6, CMAP received responses from Absolute Production Services and Sound Investment.

Representatives from CMAP staff reviewed proposals and it was decided that each of the vendors should be offered an interview. The criteria for selection included the following:

1. The vendor’s demonstrated record of experience in providing the services identified in the Scope of Services.
2. The firm’s depth of staff and availability of resources in the areas identified in the Scope of Services.
3. Responsiveness to the specific needs expressed in the Scope of Services.
4. Cost to CMAP.

The following table shows the score of each firm that submitted a response to the RFP.

**TABLE 1: SCORING**

<b>Criteria</b>	<b>Maximum Score</b>	<b>Sound Investment</b>	<b>Absolute</b>
The vendor's demonstrated record of experience in providing the services identified in the Scope of Services.	30	24.0	21.0
The firm's depth of staff and availability of resources in the areas identified in the Scope of Services.	30	25.5	21.0
Responsiveness to the specific needs express in the Scope of Services.	20	14.0	15.0
Cost to CMAP	20	16.0 \$25,127.25	20.0 \$13,812.80
<b>Total</b>	<b>100</b>	<b>79.5</b>	<b>77.0</b>

**RECOMMENDATION FOR CONTRACTOR SELECTION**

Following interviews, the Committee was given the option of revising their scores and reached a consensus to recommend **Sound Investment** for the Audio-Visual and Lighting Services for the ON TO 2050 Launch Event project.

The Committee selected **Sound Investment** because they demonstrated a greater record of experience than Absolute in providing the services identified in the Scope of Services; and they identified greater staff resources to install, operate, and strike the lighting and AV equipment needed for a successful event. The initial cost proposal from Sound Investment was significantly more expensive than Absolute, but the Procurement Officer was able to negotiate a more favorable rate for the project. However, their cost proposal remains higher than Absolute's, the value of the services and staff provided is commensurately higher. In addition, a number of very positive references for Sound Investment instilled confidence that they are an experienced and highly capable firm that will be able to provide the services in the Scope of Services.

The Project Selection Committee recommends the selection of Sound Investment and their scope of service for this project for a total not-to-exceed cost of \$25,127.25. Support for this project is included in the FY19 Operating Budget and will be paid will through the General Fund.

ACTION REQUESTED: Approval

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